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Communications



USAF ACADEMY TELEPHONE DIRECTORY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 10 CS/SCMT (Rebecca Martin)
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This instruction implements AFD 33-1, *Command, Control, Communications, and Computer (C4) Systems* by establishing procedures for submitting information for the USAF Academy Telephone Directory. It applies to all USAF Academy individuals, organizations, and tenant units. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. 10 U.S.C. 8013 authorizes the maintenance and collection of data prescribed in this instruction. USAFA Form 50a, **Telephone Directory Information**, contains a Privacy Act Statement.

SUMMARY OF REVISIONS

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1. Authority. The USAF Academy Telephone Directory is an official Air Force publication distributed as AFI 33-111, *Telephone Systems Management* (formerly AFR 700-8V3), specifies.

2. Responsibilities:

2.1. 10 CS/SCMT. SCMT maintains the USAF Academy Telephone Directory.

2.1.1. 10 CS/SCMT distributes the USAF Academy Telephone Directory through Base Information Transfer Center (BITC).

2.2. All USAF Academy Mission Elements, Staff Activities, Commanders and Tenant Units:

2.2.1. Ensure information concerning your organization and assigned personnel is correct.

2.2.2. Appoint a telephone directory monitor. Advise 10 CS/SCMT by letter or E-mail of the monitor's name, office symbol, telephone number, and offices for which the monitor is responsible. Report subsequent changes as they occur.

2.3. Telephone Directory Monitors:

2.3.1. Review directory listings.

2.3.2. Send 10 CS/SCMT their organization's listing changes, additions and deletions, as they occur.

3. What the Directory Contains:

3.1. The Organization Section lists major elements of each organization.

3.2. The Classified Section includes every office and fax number in each organization with cross-reference entries for the convenience of the reader. For example, we list the Cadet Library under "C" and also under "L" as Library Cadet.

3.3. The Office Symbol Section is a copy of the Classified Section, sorted alphabetically by Office Symbol rather than by Classified Listing title.

3.4. The Personnel Section may include military (SrA and above) and civilians GS-4 or WG-2 and above. Use USAFA Form 50a to add, change, or delete personnel listings. Changes may be submitted through E-mail.

3.5. General Information Section provides dialing and use instructions for various classes of telephones.

4. Form Prescribed. USAFA Form 50a.

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